



Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Grammar School
Department:	Learning Resource Centre
Post:	LRC Manager (Librarian)
Grade:	8
Accountable to:	Assistant Headteacher
Responsible for:	
Purpose of Job	
<p>Manage the Learning Resource Centre on a day-to-day basis as an open access learning area for all students across Primary and Secondary Phase and staff. Provide an environment for study and pleasure with access to, and use of, all resources during the school day. Ensuring that all resources are up to date and accessible for all.</p>	
Responsibilities	
<ul style="list-style-type: none"> ● Manage throughout the day the LRC desk and the issuing of resources to all users, supporting library lessons for Primary and Secondary Phase classes. ● Support all users in the LRC. Including finding information through all resources (media and paper format). Promote and encourage literacy, study, information and retrieval skills and independent learning amongst all students/pupils; ● Manage the LRC budget on a daily basis, prioritise where it is spent, ensuring that at the end of the Academic/Financial year we have balanced the budget and spent it appropriately. ● Support the Assistant Head – Raising Standards to deliver whole school literacy initiatives. ● Select and purchase all books and resources (including magazines and newspapers) relevant to the curriculum to be held in the LRC, manage the purchasing of all stationery and resources for the LRC. ● Be responsible for the efficient and effective systems for operating the issue and distribution of LRC resources and equipment, set up of the overdue system ensuring it is delivered effectively. ● To be responsible for the accurate cataloguing and classifying of all materials and equipment within, added to and amended to LRC stocks and for maintaining an ongoing assessment regarding condition and repair; ● Manage the deletion of old and redundant stock, catalogue stock and prepare new stock. ● Devise all termly LRC competitions and promote these competitions within the LRC and the whole school. ● Promote new resources and new media forms through displays, publications and other digital formats. ● Manage and promote the E-book platform, including set up, maintenance and usage. 	

- Manage events such as author visits, speakers to promote literacy and inspire students.
- Manage recruitment of student librarians (devised application form to be used). Including devising a student librarian rota and ensuring that they are fully trained to carry out their duties correctly and appropriately.
- Shelve books and tidy shelves on a regular basis throughout the day.
- Initiate and develop the wellbeing area of the LRC with relevant resources. Ensuring that it is an inviting space for all users (staff and students) with up to date and relevant resources.
- Work with and have regular meetings with SENDCO to further develop the LRC and the LRC resources we have to support SEND students.
- Deliver book club as part of our Enrichment program.
- Monitoring the behaviour of students/pupils within the LRC, administering sanctions as per the Behaviour for Learning policy.
- Provide oversight of the BEDROCK Reading programme and liaise with the Head of English and the Literacy Coordinator on the effective running of this programme to maximise student progress and improve reading age.
- Be responsible for the day to day support for accessing ICT services within the LRC.
- Liaise with staff in order to promote and maintain awareness of the LRC and to ensure facilities and materials can satisfy departmental and individual needs.
- To provide materials relevant to topics being taught for use by individuals, classes or whole year groups.
- To undertake any required training and development as required for the performance of duties.

Working with students/pupils

- Responsible for ensuring students/pupils and helpers are effectively trained in all required aspects of administration systems and procedures to ensure the smooth running of the LRC.
- Responsible for the management and supervision of students/pupils using the LRC to ensure that they behave appropriately whilst in the LRC and in their use of the provisions within the LRC.
- Supervise and train students/pupils in the use of the LRC and accessing LRC provisions.
- In the absence of an appropriate teacher supervise activities in the LRC e.g. Lunch period, Fiction Library and Homework groups.

Reading and Literacy Support

- Organise, facilitate and promote the KS3 reading challenge, undertaking a key role in the development of personal reading in all students, as part of a whole school literacy policy.
- Select and maintain a quality fiction stock reflecting a wide variety of genres and interests, including moral, social, ethical and multicultural issues appropriate to KS development and recorded reading ages. Prepare year appropriate lists of recommended fiction reading.
- Administer and record personal reading achievement , maintaining close liaison with appropriate teaching staff, identifying and reporting performance/concerns as appropriate. Produce and issue Reading Award certificates.
- Plan and deliver 'Fiction Focus' lessons promoting reading strategies and maintaining student engagement in personal reading initiatives.

- Support the Assistant Head in the coordination and delivery of “Reading Buddies” intervention.

Development

- Assist in research to further develop library stock and equipment including the computerised ICT provisions.
- Develop and support study themes and determine the appropriate LRC facilities and learning aids in liaison with the relevant Departmental/Faculty Head or teacher in charge of a subject area.
- Develop links with other schools to maintain an awareness of current development and learning aids/facilities within school LRCs.
- Produce literature, posters, organise events, exhibitions, displays etc. to promote and maintain awareness of the LRC facilities.
- Prepare submission for funding as required.
- Update and maintain literature attained from various sources which is required for the benefit of LRC users.
- Represent the school at appropriate library related meetings within school and at other locations.
- Assist to develop and promote the LRC whilst upholding the practices, procedures and philosophy of the school.
- Attend school teaching and learning meetings, as appropriate.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school’s responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: LRC Manager (Librarian)	Grade: 8
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	Essential	Certificates
CILIP qualification	Desirable	Certificates
Experience in an educational establishment	Essential	Application Form
Good working knowledge of software packages including Microsoft, G-Suite and other computer based systems)	Essential	Application Form
Relevant experience in administration and customer service	Desirable	Application Form/Selection Process
Excellent organisational skills and willingness to be flexible	Essential	Application Form/Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form
Good IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/Selection process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form/Selection process
Makes a contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form

Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/ Trust.	Application Form/Selection process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/Selection process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/Selection process
Reflects on performance and is committed to improving services.	Application Form/Selection process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems.	Application Form/Selection process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/Selection process
Recognises the importance of continued professional development.	Application Form
Represents the school/ Trust with integrity and professionalism.	Application Form
Flexible approach and adapts to change in a positive manner.	Application Form
Resilient and able to work under pressure.	Application Form